NON-REFERENCING PAYMENTS

Non-referencing payments are payments for goods or services for which there is no obligation set up. An example of non-referencing payment would be a single purchase invoice less than $2,500. Any invoice greater than $2500 should always have a referencing obligation.

- 1st business day – Invoice is received by BPD, date stamped and distributed to appropriate Accounting Technician.

- 1st – 3rd business day – Accounting Technician reviews invoice to determine if it is proper. If proper, the Accounting Technician will complete an electronic approval sheet, digitally scan the invoice, and e-mail the invoice and approval sheet to the appropriate COTR/approving official. If the invoice is deemed improper, the Accounting Technician will return the invoice to the vendor within seven business days.

- 3rd – 6th business day – The COTR/approving official reviews and accepts or rejects the invoice. **It is the responsibility of the COTR to indicate the appropriate accounting information on the electronic approval sheet.** The COTR/approving official will return the invoice and completed approval sheet within three days to AOB for processing. If the COTR/approving official rejects the invoice, the Accounting Technician returns the invoice to the vendor.

- 7th – 8th business day – If the invoice certification has not been received from the COTR/approving official, the Accounting Technician will contact the COTR/approving official and inquire about the status of the invoice certification.

- 9th – 10th business day – If the invoice certification still has not been received, from the COTR/approving official, the Accounting Technician will follow up with the COTR/approving official again and inquire about the status of the certification.

- 11th business day- If AOB has not received the certified invoice from the COTR/approving official or if sufficient funding has not been provided by the 11th business day, the Accounting Technician will notify the Lead Accounting Technician and provide the following information related to the outstanding invoice:

    - Date Invoice Received (log date)
    - Date invoice hit the outstanding invoice list
    - Prompt Pay due date
    - Invoice #
    - Invoice Amount
    - Vendor Name
    - Approving Official
    - Approving Official Phone #
    - Brief description of action AOB has taken to receive certified invoice

The Lead Accounting Technician will update the outstanding invoice listing with the information supplied above, and e-mail the attachment to the appropriate customer contacts and cc: the Processing Accountant and Supervisory Accountant.

- 11th – 15th business day – The customer works internally to acquire invoice approval and/or funding and provide it to AOB.

- 15th business day – Date that AOB must have the appropriately certified invoice with sufficient funding to ensure that payment will be made by the prompt payment due date.